



Legislation Details (With Text)

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Type: Agenda Item **Status:** Approved

File created: 2/18/2022 **In control:** Board of Supervisors

On agenda: 4/19/2022 **Final action:** 4/19/2022

Title: Treasurer-Tax Collector Department recommending the Board approve and authorize the chair to sign Amendment I to Agreement for Services 4265 with HdL Software LLC for the provision of business license, transient occupancy tax and cannabis licensing and tax collection software, extending the term of services to December 31, 2022, increasing the not-to-exceed amount by \$15,000, and updating County's boilerplate contract language.

FUNDING: General Fund.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Blue Route, 2. B - AGMNT #4265 Amndmt #1, 3. C - AGMT#4265 Fully Executed, 4. Executed Agreement 4265

| Date | Ver. | Action By | Action | Result |
|-----------|------|----------------------|----------|--------|
| 4/19/2022 | 1 | Board of Supervisors | Approved | Pass |

Treasurer-Tax Collector Department recommending the Board approve and authorize the chair to sign Amendment I to Agreement for Services 4265 with HdL Software LLC for the provision of business license, transient occupancy tax and cannabis licensing and tax collection software, extending the term of services to December 31, 2022, increasing the not-to-exceed amount by \$15,000, and updating County's boilerplate contract language.

FUNDING: General Fund.

DISCUSSION / BACKGROUND

The Treasurer-Tax Collector Department relies on the HdL Software for the issuance and tracking of business licenses, including the licenses of Cannabis-related businesses, Vacation Home Rentals and Hotel/Motels. The HdL Software is also used to remit transient occupancy taxes and Cannabis taxes. Other features allow customers to apply for business licenses and renewals online and to make online payments.

With software features such as records archive capabilities and access for field collections payments and notes, the Department has utilized HdL Software more extensively than originally planned and additional users were added. This contract amendment adds funds for the additional user licenses.

Further, the contact, as executed, expires September 17, 2022. The Amendment will extend the contract to the end of the calendar year like other contracts in the Department.

ALTERNATIVES

N/A

PRIOR BOARD ACTION

Original Contract: Legistar 19-1288

OTHER DEPARTMENT / AGENCY INVOLVEMENT

This contract has been approved by County Counsel and Risk Management.

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

There is no change to Net County Cost associated with this item. Funding for this Amendment has been included in the Fiscal Year 2021-22 and 2022-23 budgets.

CLERK OF THE BOARD FOLLOW UP ACTIONS

- 1) The Clerk of the Board will obtain the Chair's signature on two (2) original copies of the Agreement; and
- 2) The Clerk of the Board will forward one (1) fully-executed original Agreement to the Treasurer-Tax Collector Department, for further processing

STRATEGIC PLAN COMPONENT

Good Governance - This software program increases the Department's ability to effectively and efficiently manage its Business License, VHR and Commercial Cannabis revenue, and maximizes departmental collaboration and data sharing.

CONTACT

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